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Weekly Report for Week Ending 29 July 1959
from
Records Disposition Branch

1. Contributions

None

25X1

2. Shelf Filing

25X1

a. OO/Contact Division OTR/Assessment and Evaluation StaffOCR/IR/FE/NEAOffice of Security/Building 13OP/Records and Services/Test InstallationOTR/Operations School/Headquarters Training

No change from previous report.

b. Records Schedules Support Staff

25X1

FI Schedule

25X1

Met with and discussed certain aspects of the schedule.
Review continues.

25X1

Executive Registry

No change from previous report

New Building Site

25X1

No change from previous report

25X1

Completed records survey at

25X1

25X1

c. Refresher Training Workshops in Filing

Prepared draft announcements for September publication in OTR Bulletin (general) and Special Bulletin (DDS training officers only) which have been approved by OTR/CT instructors. Checked training room and aids and arranged for use of Orientation Training facilities. Continued work on visual aids and workshop materials.

Master Index to Subject Filing Handbook

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Added modifications used in five OP files to card index.

d. Special Projects

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OSS/RI Archives Inventory being prepared for typing. **CONFIDENTIAL**

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Survey of unused Safes [REDACTED]

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Began review of Security Check Sheets collected by Security during May and June found over 55 Check Sheets that warrant further study. Many Check Sheets indicate Agency safes not opened in a month's time. Survey continues.

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3. Vital Materials [REDACTED]

Trip to Repository

Arranged for 4 August visit [REDACTED]

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25X1

Evaluation of Vital Materials Program

Survey of VM continues in OTR. Lists of items for new schedule are being submitted by components to [REDACTED]

25X1

Microfilming of VM

Filming in OCR continued. Completed 46 reels for OCR/Graphics Registry and deposited in VMR.

Filming continues in OP. Completed MPD and Records and Services Division regular filming. MPD has requested filming all separated military personnel assigned to CIA.

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4. News

[REDACTED]

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